

# HR SPECIALIST

## *Intermittent / Hourly*

### \$25 per hour

#### **THE POSITION**

Under general supervision, the Human Resources Specialist provides training on the local hiring assessment model and recruitment strategies and plans to the United States and its territories municipal airports, to private airports, personnel and subcontractors in support of the Transportation Security Administration (TSA) project, or provides Assessment support and Recruitment Strategies for the geographical sectors in support of the US Customs and Border Protection (CBP) project. These positions are directly responsible for carrying out major assignments which affect CPS' delivery of services required under the TSA and CBP federal contracts. The HR Specialist may be deployed over a multi-state regional area. **Travel may be up to 80% of the regular work schedule.**

#### **KEY DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

- Assure that all hiring policies and procedures are accurately and uniformly executed, and/or all recruitment analyses, strategies and plans are accurately and effectively executed at assigned airports
- Provide training to airport personnel and subcontractor staff on established policies and procedures, methods and practices for assessment.-
- Make adjustments, changes and waivers of/from established policies/procedures as necessary to support the local hiring model.
- Assist the local airport personnel in coordinating assessment modules and functions in the hiring process.
- Implement operating practices, approved policies, goals, objectives associated with the local hiring assessment model.
- Investigate and resolve matters pertaining to the assessment processes which may involve significant impact, including handling complaints, arbitrating disputes and/or resolving grievances of airport and subcontractor personnel.
- Monitor and administer visual and manipulative test processes including color vision and physical agility as may be required.
- Assist applicants and review federal government pre-employment forms for accuracy and completion.
- Monitor and analyze local recruiting results to determine cost effectiveness of promotion campaigns.

**QUALIFICATIONS:** Any combination of experience and education that provides the desired competencies is qualifying:

**Experience:** Entry level – none required, however, one year desired performing professional human resources work; Journey level - two years of increasingly responsible professional level experience in human resources or a related field.

**Education:** Equivalent to a Bachelor's Degree in a relevant field.

**SELECTION PROCESS:** Qualified candidates must complete the online application form at: [www.cps.ca.gov](http://www.cps.ca.gov). Applications will be reviewed and those determined to be most qualified may be invited to participate in an oral interview. The selected candidate must be U.S. citizen and successfully complete a background investigation with CPS and the Federal government investigation.

**FINAL FILING DATE:** **June 28, 2007 midnight PDT**



#### **THE ORGANIZATION**

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

#### **COMPENSATION:**

Project consultants are paid on an hourly and/or project basis. Rate is dependent on expertise, experience and project assignment.

#### **CPS IS AN EQUAL OPPORTUNITY EMPLOYER**

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



*Human Resource Services*

241 Lathrop Way Sacramento, CA 95815  
800.822.4277 [www.cps.ca.gov](http://www.cps.ca.gov)